

# CITY OF ATLANTA

## Job Announcement

### SPECIFICATIONS ANALYST

**STARTING SALARY: \$30,314**

**Salary Grade: 13**

**Applications Accepted From: November 5, 2003 until vacancy is filled or until  
November 28, 2003**

#### **Minimum Job Requirements**

Applicants for this position must have an associate's degree in Engineering or related field; and, two years of experience in Public sector procurement and bid specification writing including cost/benefit or price/performance analysis; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

#### **Licenses and Certificates**

Applicants for this position must possess a valid driver's license at the time of application and a valid Georgia driver's licenses at the time of appointment.

#### **Duties of the Job:**

This employee has the responsibility of reviewing all procurement strategies, contract language, and technical specifications offered by departmental officials and Contracting Officers. Duties include, but are not limited to: researching and developing alternatives; contacting officers and department for labor rates and standards in construction contracts; generating jobs and revenues; assisting with interdepartmental projects; preparing reports; processing associated paperwork; presenting results of alternative technical specifications to appropriate staff; scheduling review of contract documents & approving modifications; guiding the development of bid/proposal specifications in accordance with City guidelines and applicable city, state, and federal regulations, etc.

#### **To Apply For This Job**

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303.

Phone: (404) 330-6369 [www.atlantaga.gov](http://www.atlantaga.gov) FAX: (404) 658-6157

#### **Affirmative Action/Equal Opportunity Employer**

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

**The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.**

**APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, AND HIGHLY QUALIFIED.**

**The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.**